

Bishop Ludden Jr. Sr. High School Tuition Policy – Effective July 1, 2017

Smart Tuition:

Bishop Ludden Jr. Sr. High School has contracted with Smart Tuition to act as the tuition administrator for our school system. Families not enrolled previously are required to complete and sign the Smart Tuition Enrollment Agreement. Existing families are not required to complete the Smart Tuition Enrollment Form and will be automatically enrolled with the same payment terms as the prior school year.

Payment Plans:

Payments may be made by check, telephone, web or automatic debit from your bank account or credit card. There are five choices of payment plans:

Plan A 1 Payment (August) (No administrative fee)

Plan B 10 Payments (July – April)

Plan C 4 Payments (July, October, January & April)

Plan E 11 Payments (July – May)

Plan F 10 payments (August – May)

Discounts and Credits:

Credits such as Tap A and other tuition assistance and discounts will be noted on your monthly statement and the amount due will be reduced by the amount of the credit(s).

Payment Plan, Delinquency and Other Fees:

- A \$39 administrative fee applies to Plans B, C, E and F.
- A late fee of \$45 will be charged for each late payment.
- A fee of \$30 will be applied to your account for each failed auto-debit and each failed check payment. (Please note that your financial institution may also charge you a fee.)

Hardships:

Bishop Ludden understands that from time to time unexpected hardships occur. We encourage families experiencing hardships to immediately contact the Tuition Manager to discuss financial options. All special arrangements are subject to the approval of the Bishop Ludden Tuition Committee. The following options may be available:

- An education loan, i.e. Sallie Mae.
- A Promissory Note with Affidavit for Confession of Judgment.
- In some unique hardship situations, temporary financial assistance may be available.

Delinquent Accounts:

An account is delinquent if a payment has not been made by the due date. A late fee of \$45 will be charged for each payment that has not been made by the due date. Unless other arrangements have been made with Bishop Ludden, the following will result for delinquent accounts:

- A late fee of \$45 will be charged for each late payment.
- A fee of \$30 will be applied to your account for each failed auto-debit and each failed check payment. (Please note that your financial institution may also charge you a fee.)

For Accounts 30 days past due:

- 30 day past due notice will be sent.

For accounts 45 days past due:

- Access to Rediker's ParentPlus and StudentPlus Portals will be suspended.
- Report cards and transcripts will be withheld.
- Student(s) may not participate in extracurricular activities, such as athletics, musicals and other club activities.

For accounts 60 days past due:

- **Student(s) will be suspended.**
- **You will be given two weeks to bring account current or your student(s) will be asked to permanently withdraw.**
- **Account will be turned over to a collection agency.**

Students may not register for a future school year unless their account is current.

As is the policy of the Diocese, seniors must pay all balances in full a minimum of 10 days prior to graduation in order to participate in the graduation ceremony, receive their diploma and have transcripts and other documents released from the school.

Any family whose payment is returned or denied a second time during the school year must submit subsequent payments by Cash or Cashier's Check.

Pro-rated Tuition and Scholarship:

Tuition and any scholarship received will be pro-rated for students entering school after September 30th.

A Student who withdraws or is dismissed from school will be charged tuition for the remainder of the month in which the student leaves school. Bishop Ludden will not release transcripts or other student records until all balances have been paid. If the tuition is not paid, the account will be sent to the collection attorney.

If a student is asked to leave Bishop Ludden, for any reason, all financial aid awarded for the current school year will be forfeited. If actual tuition payments received by Bishop Ludden for the student exceeds the amount of tuition due for the period the student was enrolled in school, the difference will be refunded.